

Participation in Juvenile Court Hearings via Telephone or Microsoft Teams (MS Teams)

If you are interested in participating in the scheduled court hearing, you can participate by phone or attend virtually using Microsoft Teams (MS Teams). If you have trouble with this process, please contact your attorney, social worker or Juvenile Court Business Office for support.

To appear by telephone:

- Using the chart below, find your courtroom for your hearing (if unknown, contact your attorney or SW)
- Call at the date and time of your hearing
- You will be placed in the virtual lobby and the court clerk will add you when your hearing is ready to be heard, please keep your microphone on mute unless speaking to the court, as this limits background noise
- If you are accidentally admitted into another person’s hearing, immediately notify the court by speaking up and you will be asked to exit the meeting and then you will need to call back in.

To appear virtually:

- Download or access the Microsoft Teams (a free service)
 - o On a Windows computer, click Start button  and click on Microsoft Teams
 - o On a Mac, go to the Applications folder and click Microsoft Teams
 - o Via Smartphone, download the application Microsoft Teams
- From the [Child Welfare Services Webpage](#) click on the link for the courtroom for your hearing (if unknown contact your attorney or SW)
- Click “Join as a Guest”, and remember that all parties, including the Judge, will be able to see you. Therefore, appropriate court attire is suggested. Please keep your microphone muted unless speaking to the court, this limits background noise
- Enter either your name, or if the child is with you, enter the child’s name
- You will be placed in the virtual lobby and the court clerk will add you when your hearing is ready to be heard. Please turn on your camera and audio so you are ready for your hearing.
- If you are accidentally admitted into another person’s hearing, immediately notify the court by speaking up and you will need to exit the meeting and link back in to return to the lobby.

San Diego County Webpage for Virtual Court Attendance – to open links, press Control and click the link: https://www.sandiegocounty.gov/content/sdc/hhsa/programs/cs/child_welfare_services/virtual-court-attendance.html

El Cajon E18	Meadowlark D2	Meadowlark D5
Join Microsoft Teams Meeting +1 619-614-4567 United States, San Diego (Toll) Conference ID: 804 940 20#	Join Microsoft Teams Meeting +1 619-614-4567 United States, San Diego (Toll) Conference ID: 991 501 053#	Join Microsoft Teams Meeting +1 619-614-4567 United States, San Diego (Toll) Conference ID: 662 910 526#
Meadowlark D9	Meadowlark D10	Vista N09
Join Microsoft Teams Meeting +1 619-614-4567 United States, San Diego (Toll) Conference ID: 892 325 797#	Join Microsoft Teams Meeting +1 619-614-4567 United States, San Diego (Toll) Conference ID: 488 453 314#	Join Microsoft Teams Meeting +1 619-614-4567 United States, San Diego (Toll) Conference ID: 625 282 397#
Meadowlark D5 Non-Minor Dependent	Meadowlark D1 Dual Calendar	Business Office Phone Numbers: Meadowlark - 858-634-1600 North – 760-201-8600 East – 619-456-4118
Contact your attorney or social worker	Contact your attorney or social worker	